

**Appointment Policy and Procedures**

Approved per BD 61-20 | May 12, 2020

**Purpose:** The purpose of this policy is to establish procedural requirements for appointments such as committees, special advisor positions, and other related positions serving the ASI Board of Directors.

**Scope:** This policy applies to those who have the power to grant membership to ASI through appointment.

1. When a position is vacant, the marketing team must effectively advertise and recruit to ensure that ASI maintains a broad and open recruitment process. They must utilize social media networks, as well as marketing materials produced by the graphic department, (e.g. flyers and handouts). They should also produce email notification acknowledging the vacancy and providing information for the application process.
2. The following procedures must be followed for appointment:
3. Applicant must fill out the appropriate application. Should there be no current application on file for the position, one will be created by the appointment authority (AA) and approved by the Board of Directors before it can be used in the application process.
4. The submitted applications will be reviewed by the selection committee and those selected by the committee to move forward to the interview process shall be contacted by the AA.
5. The AA must also create a rubric, detailing the duties, necessary experience, and skills to be used in the interviews, so that the committee can access each candidate with objectivity. Once the rubric is drafted, it becomes official through selection committee and BoD approval. The same rubric is then used in each individual interview, and can be changed if necessary, by the appointee and approval by the selection committee.
6. The AA must also create a set of questions to be administered during the interviews. They should remain the same throughout each cycle of interviews to ensure fairness to the candidates. They may however be changed when a new set of applications are collected for consideration. These questions must be vetted by the Executive Director or their designee to ensure that they are legal, unbiased and relevant.
7. The remaining applicants will be interviewed by a selection committee whose requirements and procedure are established below.
8. Once a decision has been made the AA will submit their selection to be approved by the ASI BoD through majority vote of the voting members present.
9. The selection committee shall consist of the AA, at least one executive officer, at least one ASI professional staff. and at least one ASI BoD member. The interview committee shall be set up in accordance with the above requirements throughout the duration of each candidate's interview.

When a member of the committee volunteers to participate they should remain available for the duration of the quarter, so that each appointment for the start of the quarter is made by the same set of committee members.

The rubric designed by the AA will be used throughout the entirety of the selection process and scores for each interviewee will be discussed at the conclusion of the interviews. member of the committee will select the candidate they deem most qualified. The goal of the committee is to establish an unbiased method for determining each candidate ' s skills set and applicability to the position.

Each member on the committee will submit a vote with their decision at the conclusion of the interviews. Should the AA disagree with the consensus of the committee, they can submit their chosen candidate to the board, but the committee maintains the option of then submitting a request to return to search along with that AA' s submission.

The chair of the committee will be a voting member, who is not the AA and who can regularly attend appointment interviews.

*Revised: Per BD 61-20, 05-12-20*